STATE OF CALIFORNIA   KATHLEEN CONNELL
                                                                    _Controller of California__
STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: December 19, 2001   PAYROLL LETTER # 01-025
                                                         CIVIL SERVICE ONLY

 TO: All Agencies in the Uniform State Payroll System

FROM: RALPH ZENTNER, Acting Chief
          Personnel/Payroll Operations Bureau

 RE: **ON-LINE WARRANT REGISTER**

          The State Controller's Office, Personnel/Payroll Services Division (PPSD), is pleased to announce the addition of
          the Warrant Register to the ViewDirect on-line report distribution system.

          ViewDirect was implemented in April 1999 and made available to departments participating in the California
          Leave Accounting System. The reports distributed via ViewDirect are immediately available on-line soon after
          the reports are produced. Users do not have to wait for the time it takes to receive the printed version of the
          reports and can access the on-line reports from their workstations. Further, the reports can be printed from
          ViewDirect, if needed.

          Currently, the following reports are accessible through View-Direct:

          Benefit Over Max Report
          Leave Activities & Balances (LAB) Report
          Civil Service Tax Shelter 403(B) Compliance Report
          Established/Vacancy Position Reports

          The Warrant Register will be available through ViewDirect starting January 1, 2002 and all departments can
          become ViewDirect participants. Regional training sessions will be conducted during January and February 2002.
          A subsequent Payroll Letter will be released in the near future providing the training dates and locations.

          Access to ViewDirect requires security approval through the Security Authorization Form, PSD125A. Please
          refer to Personnel Letter #01-013, Security Access Authorization - PSD125A Processing, for further information.
          Current ViewDirect users will automatically have access to the on-line Warrant Register starting January 2002.
          ViewDirect users who wish to access the on-line Warrant Register immediately after January 1, 2002 can do so by
          following the attached instructions. Departments and users who do not have ViewDirect are encouraged to
          acquire access before attending the above training sessions.

          The new on-line Warrant Register is a condensed version of the printed/hard copy Warrant Register. The printed
          version is rather cumbersome for on-line viewing, as it requires excess scrolling to view data on the screen.
          Through a departmental statewide survey and meetings with several departments, the on-line version was
          developed with the focus that it would be used primarily for payroll reconciliation purposes. Basically, the on-
          line register does not contain mandatory and voluntary deduction details that the hard copy contains. However,
          the deduction information can be obtained through the Payroll On-line History System (HIST).

          The printed copies of the Warrant Register will continue to be provided to departments in addition to the on-line
          version until January 2003. Thereafter, only the on-line registers will be provided. Consequently, departments
          are strongly encouraged to begin using the on-line version immediately after attending a training session.

          Please note, the five-year retention period for the Warrant Registers is no longer applicable. It is now at the
          department's discretion whether to retain the printed copies or discard after receipt.

          Questions regarding the Warrant Register report and/or View-Direct can be directed to Lisa Callaghan at (916)
          327-3923.
          RZ:lmc/pmab

ATTACHMENT

ViewDirect users can access the on-line Warrant Register by following these instructions:

Log on to 'SCOPROD'. After receiving the message "SIGN-ON IS COMPLETE", type 'REPT' and press enter.
At the VIEWING MENU, type a 'T' in the "VIEW BY REPORTS OR TOPIC" field and; press enter. Key an 'X'
on the line preceding 'PAYREG'; and press enter. Key an 'X' on the displayed line and, press enter.

The next screen will display all of the registers (15 cycles) available for viewing. Key an 'X' on the line preceding
the report you wish to access. The columns on this screen represent the following:

Column 1: Agency/Reporting Unit
Column 2: Payroll Cycle Date
Column 3: Payroll Issue Date
Column 4: Type of Payment (MPR=Master, SUPP=Supplemental,
CT= Clearance Type)
Column 5 - 9: System information and are not applicable to users.